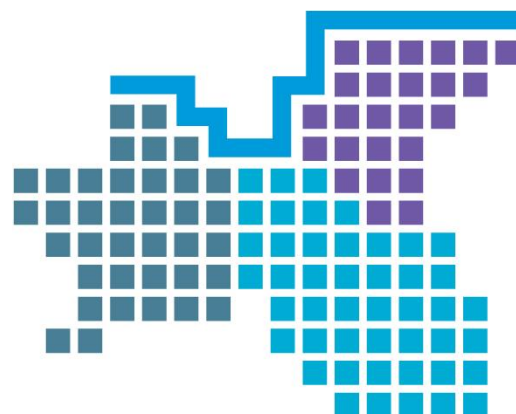


Health and Safety Policy

Version 1.0

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DOCUMENT CONTROL AND AMENDMENT RECORD

Health and Safety Policy

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Health and Safety Policy

1. Introduction

- 1.1 Wandsworth Clinical Commissioning Group (WCCG) is fully committed to protecting the health, safety and welfare of all staff. The CCG Board will provide the leadership to ensure that exemplary health and safety practices are firmly embedded throughout the organisation to provide a secure and healthy environment in which to work.
- 1.2 The Board will be kept informed of and alerted to related Health and Safety issues and appoints the Chief Officer to co-ordinate matters of Health and Safety management. The Chief Officer has delegated this responsibility to the Director of Corporate Affairs, Performance and Quality. This role does not detract from the responsibilities of the Board and other Directors for specific areas of health and safety management.
- 1.3 In compliance with health and safety legislation as it applies, this is a statement of the Health and Safety Policy of WCCG and the arrangements for its implementation. The policy itemises not only the duties of the CCG to protect the health, safety and welfare of its staff, but also the legal obligations that these acts place upon every member of staff whilst at work.
- 1.4 As employees of the CCG, staff are required to undertake all relevant health and safety training, and to read this policy document and its arrangements carefully, and to raise any queries with relevant line manager or the Corporate Affairs team.

2. Scope

- 2.1 This policy applies to those members of staff that are directly employed by the CCG and for whom the CCG has legal responsibility. For those staff covered by an honorary contract, or work experience, the organisation's policies are also applicable whilst undertaking duties for or on behalf of the CCG. Further, this policy applies to all third parties and others authorised to undertake work on behalf of the CCG.

3. Purpose

- 3.1 The purpose of this policy is to:
 - Ensure as far as is reasonably practicable, the health, safety and welfare of CCG staff;
 - Ensure, as far as is reasonably practicable, the health, safety and welfare of other persons, for example contractors, visitors, general public, who may be affected by the CCG's activities, including travelling on CCG business and at non-NHS sites.

4. Strategic Context

- 4.1 The CCG attaches great importance to the health and safety of its staff, and recognises its legal obligations under the Health and Safety at Work Act 1974, to ensure the health, safety and welfare of its staff, so far as is reasonably practicable. The CCG also accepts such responsibility for other persons who may be affected by its activities whilst on any site.
- 4.2 A Equality Impact Assessment has been completed, no potential impact has been identified.

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5. How health and safety will be delivered

5.1 Principles

- 5.1.1 Good practices will be adopted to manage health and safety, and the CCG will endeavour to secure the co-operation of all staff in matters of health and safety, and encourage their active participation through consultation.
- 5.1.2 The CCG will make necessary provisions to ensure the Health and Safety policy is regularly reviewed.
- 5.1.3 The CCG will take all necessary precautions to safeguard its staff from exposure to harm including stress at work, violence, harassment and bullying.

5.2 The general statement

- 5.2.1 It is a requirement under Section 2 of the Health and Safety at Work Act 1974 (HASAWA) that the organisation prepares and, as often as may be appropriate, revise a written statement of its general policy with respect to the Health and Safety at work of its staff, outlining the legal and statutory duties for both the employer and staff. Also, providing details of the organisation for carrying out that policy and to bring that statement or any subsequent revision of it to the attention of all staff.

5.3 The policy of the CCG

- 5.3.1 It is the policy of the CCG to:
 - Provide all staff with sufficient instruction, information and supervision to develop and encourage safety awareness in order to work in a safe manner;
 - Provide a safe place of work including its condition, access to and exit from it;
 - Ensure that as far as is reasonably practicable, the operations of the CCG are safe and without risk to the health and safety of visitors and the local community.

6. Organisation and responsibilities

- 6.1 Director of Corporate Affairs, Performance and Quality - designated responsibility for all aspects of Health and Safety.
- 6.2 At an operational level, the duties will fall to the Corporate Affairs team of the CCG.
- 6.3 Line managers are responsible for ensuring their staff receive and complete all necessary health and safety training, instruction and information.
- 6.4 Staff duties and responsibilities
 - 6.4.1 All staff whilst at work have a legal duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. Also to co-operate fully with the arrangements made by management to meet its legal responsibilities for health and safety.
 - 6.4.2 Staff have a responsibility for bringing to the immediate attention of their manager, or the Corporate Affairs team, any failings that could be detrimental to themselves and others, including visitors.
 - 6.4.3 Specific responsibilities of staff are to:

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- Comply with local fire procedures;
- Comply with local first aid procedures;
- Not attempt to repair any item of electrical equipment (unless properly authorised to do so) but to report it to their manager or the Corporate Affairs team;
- Not to bring personal mains electrical equipment into work;
- Report to the Corporate Affairs team, any obstructions to any walkways, entrances and exit areas, potential trip hazards, and avoid creating such obstacles;
- Not to move any equipment for which they have not been trained, without first seeking the advice of an appropriately trained person;
- Report any building and/or equipment defects and/or shortfalls in cleanliness to the Corporate Affairs team;
- Clean up any spillages; and
- Set a good example with respect to health and safety.

6.5 Corporate Affairs team

6.5.1 Regularly monitor the office space, meeting rooms, kitchens and toilet areas to identify any problems.

6.5.2 Reporting any issues, or potential issues, to ensure appropriate action is taken.

7. **General Arrangements**

7.1 All incidents, including near misses, must be reported (no matter how small) to the Corporate Affairs team.

7.2 An investigation will be carried out to reduce/eliminate the possibility of any such accident/occurrence happening again.

7.3 Risk Assessment

7.3.1 All staff who are dependent on the daily and prolonged use of Display Screen Equipment are classed as 'essential users', and the CCG will ensure that risk assessments are carried out annually (or whenever circumstances change) to identify any workstation hazards and risks that an essential user may be exposed to.

7.3.2 The CCG will ensure that risk assessments will be carried out as required, to cover the whole working environment including IT equipment, workstations, work patterns, and lighting.

7.3.3 Current research concludes that no adverse effects have been found to arise from the use of display screens and there is no suggestion that a person who is pregnant or is seeking to become pregnant should avoid working with such equipment.

8. **Pregnant staff and new mothers**

Expectant mothers should:

- Advise their manager in writing with details of the expected week of birth as soon as possible;
- On receipt of the formal notification of pregnancy the CCG shall arrange for a risk assessment relevant to that person's work;
- For any potential risks that are identified and which could represent an additional risk to the mother or unborn foetus, efforts will be made by the CCG to reduce them; and

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- As soon as is practicable after the return to work of the new mother, the CCG will arrange for a re-assessment of the workstation in order to identify and reduce any potential significant risks.

9. Fire and emergency evacuation

9.1 Fire

- 9.1.1 The CCG will ensure that all persons on site are able to proceed safely along a recognised escape route, to a place of safety regardless of the location of the fire.
- 9.1.2 Risk assessment will be carried out to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are eliminated.
- 9.1.3 Fire Officers will be appointed to assist with evacuation procedures.
- 9.1.4 Assembly points will be clearly identifiable and located in a suitable place away from any other dangers.
- 9.1.5 Staff will be fully informed and trained in local evacuation procedures.

9.2 Other emergency evacuations

- 9.2.1 Emergency evacuations prompted by bomb threats or other events will have the same essential principles for fire evacuation, although may not be signalled by an audible alarm, but via Fire Officers as one or more escape routes could be impacted by any suspicious device or gas leak for example. Specific instructions will be issued to staff as the need arises.
- 9.2.2 Staff should read the appropriate evacuation process for any sites that they attend.

10 Building Maintenance

- 10.1 All CCG controlled sites will have planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold water supplies, lighting, cleaning, fire equipment and alarm systems, security systems, sanitary facilities and general decoration.
- 10.2 Contracts will be put in place for such maintenance and appropriate records will be kept of all maintenance, breakdowns and repairs.
- 10.3 Essential information for use in the event of emergency breakdowns will be available to the Corporate Affairs team.

11 Manual Handling

- 11.1 Risk assessments will be carried out for any task where there is a significant risk to a person who is required to move an object through pushing, pulling, carrying or lifting.
- 11.2 Where the risk assessment identifies a significant or unacceptable risk to the health and safety of staff, control measures requires to reduce the risk of injury will be implemented and safe working procedures adopted.
- 11.3 Training will be provided to staff.
- 11.4 Managers have a responsibility to:

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- 11.4.1 Minimise all risks to staff as far as is reasonably practicable.
- 11.4.2 Identify all unavoidable manual handling tasks which present a risk of injury, ensure that risk assessments are completed, and clearly identifying control measures.
- 11.4.3 Ensure that staff are aware of manual handling risks associated with the work activities and are provided with appropriate information, instruction and training on a regular basis.
- 11.5 Employees have a responsibility to:
 - 11.5.1 Do all that is reasonably practicable to reduce the risk of injury and ill health to themselves and others.
 - 11.5.2 Follow safety procedures identified in manual handling risk assessments.
 - 11.5.3 As appropriate use any manual handling equipment provided.
 - 11.5.4 Inform managers if circumstances affect their ability to safely carry out manual handling tasks (eg pregnancy or illness).
 - 11.5.5 Report to managers immediately any accidents or near miss situations.
 - 11.5.6 Complete mandatory manual handling training on a regular basis.

12 First Aid at work

- 12.1 The CCG has the responsibility to:
 - 12.1.1 Ensure that appropriate first aid provision is available to staff, providing a current list of First Aiders and their locations.
 - 12.1.2 Maintain and update a database of current Emergency First Aiders. Refresher training will be available for all First Aid trained staff.
 - 12.1.3 Ensure that contents of First Aid boxes are within date and replenished as required.
- 12.2 Employees are responsible for:
 - 12.2.1 Ensuring they are aware of the location of the First Aid box in their workplace and the location of the nearest First Aider and how to contact them.
 - 12.2.2 Inform their line manager and the Corporate Affairs team of any shortcomings or concerns regarding the provision of First Aid arrangements in their workplace.

13 General safety and environmental

- 13.1 Pedestrians - The CCG will work with landlords to ensure that:
 - Control measures are in place to ensure walkways are free from obstructions at all times.
 - Control measures to deal with ice and snow are in place.

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- 13.2 Premises Security - Appropriate security measures will be in place at the CCG office and these will be actively monitored and reviewed to ensure the safety of staff, visitors, and equipment.
- 13.3 Risk Assessments - Risk assessments will be carried out by competent persons to identify hazards within the workplace. The assessments will state what the hazards are, the risks associated with them, who might be harmed and how. Appropriate control measures will be put in place to reduce risks and regular reviews will be undertaken.
- 13.4 Training – Provision will be made to ensure staff receive adequate information, instruction and training with respect to health and safety where appropriate.
- 13.5 Utilities – Utilities such as electricity and water will be provided at the CCG site. Contracts will be in place to ensure such services are fully maintained and any maintenance work required will only be carried out by qualified professionals.
- 13.6 Waste Disposal – Waste will be managed effectively. Thought will be given to waste materials to determine whether they can be reduced, reused or recycled in any way. Where this is not an option, all waste materials will be disposed of safely. Suitable receptacles will be provided for storing waste until it is disposed of in a suitable manner.
- 13.7 Working Environment – The CCG will ensure, so far as is reasonably practicable, that the working environment is a safe and healthy one. Provisions will be made in order to comply with the Workplace (Health, Safety and Welfare) Regulations.
- 13.8 Recycling – Staff should ensure that they use the recycling facilities as marked, for plastics/tin, confidential and non-confidential waste.

14 Occupational Health

- 14.1 The Occupational Health Service role includes being responsible for:
- 14.1.1 The provision of confidential advice on the work environment as it affects the physical and mental health of staff. Such advice will reflect the requirements of all relevant legislation concerning health and safety of staff at work.
- 14.1.2 Where necessary, provide health surveillance.
- 14.1.3 The provision of advice on health matters to staff.
- 14.1.4 Liaison with managers on health and safety matters affecting staff.

15 Policy review

- 15.1 This policy will be reviewed every three years.